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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Planning Conference, 21-22 October 1987



FROM:			EXTENSION	NO.
STAT	C/IMSS/OL			OL 4131 87
STAT				DATE
STAT				14 September 1987
TO: (Officer designation, room number, and building)		DATE		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED	
1.	C/NBPO/OL 1J45 Hqs			
STAT	2.	C/P&TS/OL		
STAT	3.	C/PMS/OL		
STAT	4.	C/SS/OL		
STAT	5.	C/B&FB		
6.	C/FMD/OL 3E14 Hqs			
7.	C/P&PD/OL 158 P&P Bldg			
STAT	8.	C/PD/OL		
STAT	9.	C/RECD/OL		
STAT	10.	C/SD/OL		
11.				
12.				
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15.				

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Budget and Fiscal Branch, OL  
Chief, Facilities Management Division, OL  
Chief, Printing & Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL

STAT FROM:   
Chief, Information Management Support Staff, OL

SUBJECT: OL Planning Conference, 21-22 October 1987

REFERENCE: Mtpl. adse memo from D/L, dtd 27 August 1987,  
Subject: OL Planning Calendar and Guide  
for FY 88 and Tasking for Fall OL Planning  
Conference

1. Our fall planning conference is scheduled for 21-22 October at the Sheraton-Fredericksburg Inn and Conference Center, Fredericksburg, VA. Attendees will be each of you, the D/L, DD/L, EO, AEO, OL Planning Officer, and me.

2. As noted on the attached agenda, we plan to discuss your ideas for new objectives, initiatives, projects, and studies. In developing your ideas for these, please focus on the guidelines provided in the reference.

3. In preparation for the conference, please provide to IMSS the following on or before 5 October:

a. A minimum of three or four major, prioritized objectives for FY 88. Select objectives that are not only realistic and feasible but also achievable in FY 88 with present funding and personnel resources. Provide brief narrative summaries and relate the objectives to elements in the D/L Action Plan contained in the reference.

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b. A minimum of one or two personnel-related objectives for FY 88. Relate personnel objectives to better use of our people (e.g., training, cross-training, rotational assignments, skills development, etc.). Include a brief narrative summary.

c. Additional budget initiatives for FY 90 and proposed new budget initiatives for FY 91. Include both a title and cost estimate.

d. Projects for FY 88. These are taskings agreed to by the D/L and the component head, which will be reported on in biweekly meetings when significant updates are deemed necessary. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

e. Studies for FY 88. These are research efforts into the feasibility or practicality of ideas which could eventually become projects, objectives, or initiatives. Provide brief narrative summaries for each. These will be discussed during the objectives portion of the Conference Agenda.

4. The OL Five-Year Plan, which is included in the reference, contains a summary of all existing initiatives, objectives, projects, and studies and may be used as a source of guidance.

5. Administrative instructions for the fall planning conference will be sent to you in early October. If there are

STAT any questions please contact Marie or Bob on

STAT

Attachment:  
As stated

ADMINISTRATIVE - INTERNAL USE ONLY

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Distribution:

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## AGENDA

OL PLANNING CONFERENCE  
 Sheraton - Fredericksburg  
 21 - 22 October 1987

Wednesday - 21 October

0900 - 0905	Opening Remarks	D/L
0905 - 1000	FY 87 MBO Results	D/L and DD/L
1000 - 1015	Break	
1015 - 1100	FY 87 Budget Results/FY 88 Programs	EO/OL
1100 - 1200	FY 88 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1500	FY 88 Objectives	DD/L
1500 - 1515	Break	
1515 - 1700	FY 88 Objectives	DD/L
1700 - 1800	Happy Hour	
1800 - 1930	Dinner	
1930 - 1945	ILSP Program Updates	C/ILSP
1945 - 2000	NHB Program Updates	C/NBPO
2000 - 2015	OHB Backfill	C/HCS

Thursday - 22 October

0700 - 0830	Breakfast	
0830 - 0930	FY 90/91 New Initiatives	EO/OL
0930 - 0945	Break	
0945 - 1045	Personnel Strategy for FY 88 (Recruitment and Rotations)	DD/L C/P&TS
1045 - 1100	Break	
1100 - 1130	OL Reorganization Status	D/L